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**THE
CONSTITUTION AND BY-LAWS**

**OF
:
THE TAU BETA PI ASSOCIATION
FOUNDED 1885
INCORPORATED 1947**



**PREPARED BY
THE EXECUTIVE COUNCIL**



ADOPTED DECEMBER 1, 1947

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THE CONSTITUTION OF THE TAU BETA PI ASSOCIATION†

PREAMBLE

The Tau Beta Pi Association was founded at Lehigh University in 1885 by Edward Higginson Williams, Jr.,* to mark in a fitting manner those who have conferred honor upon their Alma Mater by distinguished scholarship and exemplary character as undergraduates in engineering, or by their attainments as alumni in the field of engineering, and to foster a spirit of liberal culture in the engineering colleges of America. To carry out the purposes and objects of this Association, we do hereby ordain and enact the following:

CONSTITUTION

ARTICLE I

NAME—MOTTO

SECTION 1. The name of this corporation shall be THE TAU BETA PI ASSOCIATION, hereafter referred to as the "Association."

SECTION 2. The motto, symbolized by



shall not be made public, but, with the rituals and other elements of secrecy, shall be handed down traditionally.

ARTICLE II

ORGANIZATION OF THE ASSOCIATION

SECTION 1. This Association shall consist of Chapters which have been, or shall be, established in the engineering colleges of America. The first

† Incorporated in 1947 under laws of the State of Tennessee.

* Born, Proctorsville, Vt., Sept. 30, 1849; Died Woodstock, Vt., Nov. 2, 1935.

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Chapter in each state shall be designated by the Greek letter Alpha, the second by Beta, and so on, following the name of the state where located.

SECTION 2. The general government of the Association shall be vested in the Convention and in the Board of Directors, hereafter called the Executive Council or the Council, in accordance with the following provisions.

ARTICLE III

GOVERNMENT OF THE ASSOCIATION

SECTION 1. The Convention and the Executive Council shall have control of all matters and affairs pertaining to the Association as a whole, but shall not interfere with the internal affairs of any Chapter, except in matters of discipline as hereinafter provided.

SECTION 2. The Convention shall meet annually except as provided in Section 5. Each Chapter, undergraduate or alumnus, may be represented by one or more delegates to the Convention and, if represented, shall have one vote. The members of the Executive Council, the Secretary-Treasurer and Editor, the Alumni Representative, the Director of Fellowships, the Trustee of the Fellowship Fund, the Master of Rituals, and the Chapter Coordinator, if present, shall each be entitled to one vote. Representatives of a majority of the undergraduate Chapters shall constitute a quorum.

SECTION 3. (a) The Convention shall elect its own officers and may adopt rules for the conduct of its business and such other matters as may properly come within its jurisdiction and are not hereinafter set forth.

(b) It shall elect the members of the Executive Council, as hereinafter provided, and fill vacancies for the remainder of the three years of the Council's term of office.

(c) It shall consider and vote on all petitions for new charters, the abolishment of Chapters, and matters of discipline presented to it by the Executive Council.

(d) It shall have the power to remove the Secretary-Treasurer, who is also the Editor of the Association, from office for just cause as provided in Section 4(h) of this Article.

(e) It shall levy such assessments upon the Chapters as may be necessary for its own support and that of the Executive Council.

(f) It may fix the time and place of the next regular meeting of the Convention. See Sec. 5(i) and (j).

(g) It shall be the final Court of Appeal in all questions of interpretation of the Constitution and By-Laws and in all matters of discipline.

(h) It may enact general By-Laws for the Association.

(i) It may amend the Constitution and By-Laws subject to Article XV.

(j) No Chapter or delegate shall be allowed to vote by proxy.

SECTION 4. (a) The Executive Council shall consist of five persons who shall be alumnus members. They shall serve without salary simultaneously for a period of three years. They shall be elected by the Convention and shall reside in one place or live close enough together to permit of regular and special meetings.

(b) The nomination of a group of five proposed Council members may be made by any Chapter, undergraduate or alumnus, and shall be submitted to the Executive Council before April 1 preceding the election.

(c) In submitting nominations, a Chapter shall vouch for the willingness of its nominees to serve actively on the Executive Council, if elected.

(d) The Council shall publish in April to the Chapters for their consideration a list of the nominated groups and desirable information concerning each person so nominated.

(e) The Convention shall ballot only on the published groups, except that, if less than two groups have been nominated, any member of the

C-III, 4(e)

Convention may nominate a group of five alumnus members, provided he is certain that his nominees will be willing to serve.

(f) The new Council shall take office fourteen months after its election. During this period the old Council shall instruct the members of the Council-elect as to their duties.

(g) The Executive Council shall name its own officers—President, Vice President, and Councillors.

(h) The Executive Council shall appoint a permanent, full-time Secretary-Treasurer of the Association, who shall hold office, unless suspended or removed for just cause as hereinafter provided, until retirement at age sixty-five. He can be suspended by the Council but he can be removed from office only by the Convention and then only for inability to fully and satisfactorily discharge the duties of his office, moral delinquency, incompetence, dereliction of duty or malfeasance of office. He shall be paid a salary to be determined by the Council, but this salary is not to exceed a maximum of six thousand dollars per annum after fifteen years of service.

(i) One member of the Executive Council shall be designated by the Council as the Trustee of the Reserve Fund. See Art. XII and By-Laws, Art. II, Sec. 12.

SECTION 5. (a) The Executive Council shall have power to fill all vacancies until the next regular Convention. See Art. III, Sec. 3(b).

(b) The Executive Council shall have its official headquarters at the office of the Secretary-Treasurer.

(c) It shall keep the official copies of the Constitution and the Rituals, the seal of the Association, and all official documents belonging to the Association.

(d) It shall issue Charters and exact copies of the Constitution and By-Laws and of the Rituals to new Chapters.

(e) It shall issue to each Chapter a certificate of membership for each of its newly-elected members.

(f) It shall collect through the Treasurer all assessments, initiation fees, fines, and dues levied by the Convention, Constitution, and By-Laws.

(g) It shall disburse, invest, and administer all funds of the Association, both general and special, in accordance with the Constitution, By-Laws, and the Acts of the Convention, and shall administer all gifts, bequests, and endowments in accordance with their provisions.

(h) It shall issue all catalogs of the Association and such other documents and periodicals as may be ordered by the Convention, Constitution, and By-Laws.

(i) It may call a special Convention for a specific cause. Immediately upon receipt of a written petition from a majority of the Chapters, it shall issue a call for the Convention to meet at a convenient place as soon as feasible.

(j) It may change the time and place of the meeting of the regular Convention, and may suspend the meeting of the same for a period not to exceed one year, provided that the written consent of two-thirds of the Chapters shall be obtained to any postponement exceeding two months.

(k) It shall elect the Alumni Representative. See Art. IV, Sec. 1.

(l) It shall elect the Director of Fellowships and the Fellowship Board. See Art. IV, Sec. 3 and 4.

(m) It shall elect the Trustee of the Fellowship Fund. See Art. IV, Sec. 5.

(n) It shall elect the Master of Rituals. See Art. IV, Sec. 6.

(o) It shall elect the Chapter Coordinator. See Art. IV, Sec. 7.

(p) It shall have general supervision of all publications of the Association and shall have power to pay all salaries and defray all expenses incurred in their preparation and publication.

C-III, 5(q)

(q) It shall disburse at its discretion any and all monies which may be available as a Student Loan Fund.

(r) It shall determine the number of fellowships to be awarded each year, decide who shall receive them, award the fellowships, and receive the annual reports from the fellows so appointed. It shall have in this matter the cooperation of the Director of Fellowships and of the Fellowship Board.

(s) It shall make an annual report in writing through the President to the Convention, of its various activities during the preceding year. See Art. IV, Sec. 8, Art. XIV, Sec. 4(a), and By-Laws, Art. II, Sec. 4.

SECTION 6 (a) The Secretary-Treasurer shall be appointed and hold office as provided in Section 4(h) of this Article. His office shall be the headquarters of the Association. His salary and the necessary expenses of his office shall be paid by the Association. Five percent of his salary shall be retained by the Association and transmitted quarterly, together with an equal amount from the general funds of the Association, to the Trustee of the Fellowship Fund, who shall invest and conserve these funds in a separate Retirement Fund to provide for the eventual retirement of the Secretary-Treasurer at age sixty-five. This Retirement Fund shall be inaugurated by an initial sum of ten thousand dollars, which shall be transmitted to the Trustee of the Fellowship Fund within one year after the appointment of a permanent, full-time Secretary-Treasurer. Should the Secretary-Treasurer resign or be removed from office *prior to* fifteen years of service with the Association, the amount retained from his salary, plus the interest earned thereon, shall be refunded to him. Should he resign or be removed from office *after* fifteen years of service, the amount retained from his salary, plus the interest earned thereon, shall, at his option, either be refunded to him or be allowed to remain in the Retirement Fund until he reaches the retirement age of sixty-five. The amount of

the monthly retirement pension to be paid to the Secretary-Treasurer shall be the number of his years of service divided by seventy and multiplied by the average of his monthly salary for the last five years of his term of office. Should he die before reaching the age of sixty-five, the amount retained from his salary, plus the interest earned thereon, shall be paid to his beneficiary, heirs or estate as designated by law. Should he die after retirement and before he shall have received pension payments aggregating the total amount contributed by him plus the interest thereon, his beneficiary, heirs or estate shall be paid the balance of his contribution and interest thereon.

(b) As Secretary:

(1) He shall keep the official copies of the Constitution and By-Laws, the Seal of the Association, and all the official documents belonging to the Association.

(2) He shall conduct the correspondence with and shall transmit to the Chapters written matters pertaining to the Association and his office and to their duties.

(3) He shall compile suitable matter for publication in THE BENT and COUNCIL BULLETIN.

(c) He shall issue charters, both temporary and permanent, official copies of the Constitution and By-Laws, and of the Rituals to new chapters, certificates of membership for all new members and duplicates as required, and catalogs to the members who should receive them. See Art. III, Secs. 4(h), 5(b), (c), (d), (e), and (h) and By-Laws, Art. II; Secs. 5-11.

(d) He shall make and present a written annual report to the Executive Council and to the Convention. See Art. IV, Sec. 8.

SECTION 7. As Treasurer, it shall be the duty of the Secretary-Treasurer of the Association:

(a) To keep the books and financial records of the Association in a business-like manner.

(b) He shall make regular statements to the Chapters of their accounts with the Association.

C-III, 7(c)

(c) He shall collect from the Chapters all monies due from them to the Association for fees, dues, fines levied against them, and for jewelry, materials, and other supplies furnished to them. See Art. III, Sec. 5(f), and Art. XIV, Sec. 5.

(d) He shall collect the monies due for subscriptions to THE BENT from alumnus members and others.

(e) He shall pay the expenses connected with the official publications of the Association.

(f) He shall receive the monies from life subscriptions to THE BENT and transmit them to the Trustee of the Fellowship Fund as provided by the Constitution and By-Laws of the Association. See Art. XI, Sec. 1 and By-Laws, Art. XI, Sec. 1.

(g) He shall make loans to undergraduate members of the Association as directed by the Executive Council under the Constitution and By-Laws of the Association, and shall collect and receive repayment of such loans and the interest thereon. See Art. XIII, Secs. 1, 2, and 4.

(h) He shall pay to the fellows and obtain their receipts for the grants made to them by the Executive Council under the Fellowship Plan. He shall receive from the Trustee of the Fellowship Fund such monies as the Executive Council shall order to be paid out from that fund in support of Fellowships.

(i) He shall present an audited report of the activities and financial condition of his office with recommendations to the Executive Council at least one month before the annual Convention, which report shall also be made to the Convention. See Art. IV, Sec. 8 and By-Laws, Art. II, Sec. 11.

(j) Immediately after the annual audit has been made at the end of the fiscal year, he shall pay to the Trustee of the Fellowship Fund as much of the surplus from the financial operation of his office for the past year as the Executive Council shall order. See By-Laws, Art. XI, Sec. 1(c).

ARTICLE IV

OTHER OFFICIALS

SECTION 1. There shall be an officer known as the Alumni Representative. He shall be elected by the Executive Council on nomination by an alumnus chapter or by an alumnus. His term of office shall be for three years and shall begin on July 1 after the Executive Council takes office. See Art. III, Sec. 4(f). His duties shall be to stimulate and maintain alumni interest and support for Tau Beta Pi, encourage the formation of alumnus chapters, and represent the Alumni at the Convention and before the Executive Council. ;

SECTION 2. The Secretary-Treasurer shall serve as Editor of the Association. It shall be his duty to edit the publications of the Association under the general direction of the Executive Council. See By-Laws, Art. VI, Sec. 1.

SECTION 3. There shall be a Director of Fellowships. He shall be elected by the Executive Council. His term of office shall be for three years and shall begin on July 1 after the Executive Council takes office. His duties shall be to stimulate and maintain interest in the fellowships of the Association, to secure financial support for them, to conduct the correspondence with all applicants for appointment to Tau Beta Pi Fellowships, to counsel with the Fellowship Board on all pertinent matters, to present to the Board all papers pertaining to the applications for fellowships and a tabulation of the data concerning the applicants, to present to the Executive Council the recommendations of the Board as to whom the fellowships should be awarded for the next college year and, if requested, all papers pertaining to the applications for fellowships and the tabulation of the data concerning the applicants, to conduct the correspondence with the appointees made by the Executive Council and with the institutions where the fellows purpose studying, to issue Fellowship Certificates, and to secure from each fellow near the end of his fellowship year a suitable report of his activities, of what he has accomplished, and of his suggestions for the betterment of the system of Fellowships herein established. See Art. XI and By-Laws, Art. XI.

C-IV, 4(a)

SECTION 4. (a) The Director of Fellowships shall have the cooperation and services of a Fellowship Board consisting of himself, one member of the Executive Council, and three members of the Association. The three members shall be preferably practicing engineers, from different colleges, and from different branches of the profession. They shall be elected by the Executive Council, one each year, preferably on nomination by the Director of Fellowships. They shall serve for three years beginning on August 1.

(b) The duties of the Fellowship Board shall be to stimulate, maintain, and otherwise support the system of fellowships herein established, to cooperate with and assist the Director of Fellowships in the work of his office, and to transmit to the Executive Council its recommendations in order of merit by numerical sequence, as to whom the fellowships should be awarded for the next college year, together with the names of several alternates. See By-Laws, Art. XI, Secs. 12 and 13.

SECTION 5. (a) There shall be a Trustee of the Fellowship Fund, who shall also serve as trustee of the Retirement Fund to provide for the retirement pension of the Secretary-Treasurer. He shall hold no other office in the Association while acting as Trustee. He shall be appointed by the Executive Council. His term of office shall be for three years and shall begin on July 1 after the Executive Council takes office. He shall serve without salary. His duties shall be to hold, invest, conserve, build up, and expend the monies of both the Fellowship and Retirement Funds as the Constitution and By-Laws require and as the Convention and Executive Council may order, but subject to his personal approval as a man of affairs and one familiar with financial investments and fiduciary responsibilities. Investments, when made, shall be made in a safe and conservative manner and shall be limited to bonds, graded "A" or better, and adjudged legal for savings banks and trust funds by any one of the States of New York, Massachusetts, Connecticut, or New Jersey, and listed on either the New York Stock Exchange or the New

York Curb. He shall be bonded to a proper amount to the Executive Council by a reliable company. The cost of his bond and the other expenses of his office shall be paid by the Association.

(b) Upon recommendation of the Trustee of the Fellowship Fund and with the approval of four-fifths of the Executive Council, the rules governing the investment of any or all funds of the Association may be suspended for a period not to exceed one year, if it is felt that an emergency exists requiring such action. The investment of the funds so released shall be made in accord with the wishes of the Trustee of the Fellowship Fund and four-fifths of the Executive Council during the interim in which the normal rules are held in abeyance.

The Executive Council shall report to the next Convention after the adoption of such emergency suspension rule the complete reasons for its action and for all actions taken under the suspension. The Convention may elect to continue such suspension of rules for additional terms of one year each. In such event, the Council shall make a complete report to the next Convention, or annually, of its activities in so investing the funds of the Association.

When the emergency shall have terminated, the regular rules of investment shall again apply with full force and effect. All securities of kinds other than those specified in the Constitution and By-Laws so purchased during the period of emergency shall be liquidated within one year after returning to the regular provisions of the Constitution and By-Laws.

SECTION 6. There shall be a Master of Rituals. He shall be elected by the Executive Council. His term of office shall be for three years and shall begin on July 1 after the Executive Council takes office. It shall be his duty to keep watch over the form, phraseology, and physical make-up of the rituals, to receive and digest suggestions for changes, and in general to be responsible for all matters in connection with the rituals and the related ceremonies. He shall keep a master copy

C-IV, 6

of each of the rituals and provide the Executive Council with three exact copies of each of them. All copies furnished to the Chapters shall be exact duplicates of the master copy. The master copy of each of the rituals shall have the written approval of the Executive Council.

SECTION 7. There shall be a Chapter Coordinator. He shall be elected by the Executive Council. His term of office shall be for three years and shall begin on July 1 after the Executive Council takes office. It shall be the duty of the Chapter Coordinator to correlate the activities of the Chapters by issuing instructions and conducting an annual chapter survey. He shall encourage uniform interpretation of the Constitution and By-Laws of The Tau Beta Pi Association and shall advise Chapters on acceptable projects and activities. He shall collect information on these activities and shall submit such material as is suitable for publication to the Editor of the Association.

SECTION 8. The President of the Association for the Executive Council, the Alumni Representative, the Director of Fellowships, the Master of Rituals, the Trustee of the Fellowship Fund, the Trustee of the Reserve Fund, and the Chapter Coordinator shall make and present written reports of their respective activities and the financial conditions of their offices with recommendations to the Convention, after submitting them to the Executive Council at least one month before the annual Convention. See Art. III, Sec. 6(d) and Sec. 7(i).

SECTION 9. The officers of the Association, other than the Secretary-Treasurer and the Editor, shall serve without salary, but shall have their expenses for transportation, lodging, and food paid by the Association when traveling on its behalf by the instruction of the Executive Council.

ARTICLE V

CHAPTERS

SECTION 1. Chapters shall be either Undergraduate or Alumnus Chapters.

SECTION 2. The active membership of any Undergraduate Chapter shall consist of all undergraduate members, either by Chapter initiation or by transfer, who are in regular attendance in college, and such alumnus members as have expressed in writing to the President of the Chapter their desire either to continue, or to assume, the responsibilities of active membership, and have been formally accepted by the Chapter. All active members of a Chapter shall pay the same dues. See Sec. 4 and By-Laws, Art. III, Sec. 12.

SECTION 3. Active alumnus members of an Undergraduate Chapter shall have all the rights and privileges of an undergraduate member of the Chapter, except that of voting on new members and on the amounts of the initiation fees, dues, assessments, and fines.

SECTION 4. An alumnus member of a Chapter may retain his active membership in his Chapter until he leaves college or relinquishes it by resigning as an active member.

SECTION 5. An Alumnus Chapter shall be made up of members of the Association who have received an engineering degree, or who are no longer in college, and who have signified in writing their desire to become affiliated with the Alumnus Chapter and their willingness to comply with its By-Laws.

ARTICLE VI

ESTABLISHMENT OF UNDERGRADUATE CHAPTERS

SECTION 1. An Undergraduate Chapter shall be established or abolished, and a Charter granted or withdrawn, only by a three-fourths majority of the total accredited votes of the Convention, taken by roll-call.

SECTION 2. (a) A petition for the establishment of an Undergraduate Chapter may be made by students and graduates of any engineering college who are eligible under Article VIII, Sections 2 and 4. It shall be addressed to the Executive Council of the Tau Beta Pi Association. It shall set forth the

C-VI, 2(a)

desires of the petitioners and shall pledge their willingness to subscribe to and obey the Constitution and By-Laws of the Association. It shall contain a certified statement from the authorities of the institution of the eligibility under the Constitution of each of the petitioners. See By-Laws, Art. IV.

(b) The petition shall be accompanied by an official statement describing the system used in the institution for marking and grading the work of the students and in determining scholastic ratings. If the institution in which a Chapter is desired does not employ the system of marking and grading either by one of the usual alphabetical systems or by the numerical percentage system of reporting grades, then the petitioners may present a plan for determining the rank of the student under the system in use in the institution, which plan shall be the equivalent of the requirement of By-Laws Art. VII, Sec. 6. This plan, having been adopted for the Chapter at that institution and approved by the Executive Council, shall be followed until amended by the Executive Council.

SECTION 3. The Executive Council may approve and recommend the petition to the Chapters for study and discussion; or it may disapprove the petition, in which case it shall so report to the next Convention, giving its reasons for so deciding. The Convention may either sustain the disapproval of the petition by the Council or may vote to approve the petition and refer it to the Chapters and to the next Convention.

SECTION 4. Upon the approval of a petition by the Executive Council, or by the Convention, the petitioners shall submit to each chapter copies of the petition, catalogs of the institution, and other pertinent matter, before April 1 for study and discussion by the Chapters. In all such cases, the petition shall be acted upon by the next Convention.

SECTION 5. (a) When a petition is approved by vote of the Convention and a charter is granted, the Executive Council shall prepare a temporary official copy of the charter, an official roll and record book, and an exact copy of the Constitution

and By-Laws, and shall proceed, in person if feasible, or appoint a deputation to take these documents, initiate the new members, and install the petitioners according to the Rituals and ceremonies of the Association.

(b) The permanent, engrossed copy of the charter, when received, shall be carefully preserved by the officers of the Chapter and may be suitably displayed under glass.

SECTION 6. Alumnus Chapters may be established as provided for in Article IX. :

ARTICLE VII

GOVERNMENT OF THE UNDERGRADUATE CHAPTERS

SECTION 1. Subject to this Constitution and By-Laws of the Association, each Chapter shall have full control of its individual affairs. It may enact By-Laws for its own guidance in all matters not herein fully set forth. See Sec. 4.

SECTION 2. The officers of each Chapter shall be a President, a Vice-President, a Recording Secretary, a Corresponding Secretary, a Treasurer, and a Cataloger, who shall be active members, and an Advisory Board.

SECTION 3. The Advisory Board shall consist of the President, Vice-President, and the Corresponding Secretary of the Chapter and of four alumnus members elected by the Chapter. In first organizing the Advisory Board of any Chapter, these four alumnus members shall be elected to serve for periods of one, two, three, and four years respectively, and thereafter one member shall be elected each Spring, to hold office for four years.

SECTION 4. The Advisory Board shall act as an advisory and judiciary committee to determine the advisability of any action taken or proposed by the Chapter, which may be referred to it by a vote of the Chapter, or brought before it by the petition of a minority of the same, or on its own initiative. All changes in the By-Laws of a Chapter must be submitted to, and approved by, the Advisory Board

C-VII, 4

before going into effect. By a majority vote, the Advisory Board may forbid any such action or change, subject to an appeal to the Executive Council. See By-Laws, Art. III, Sec. 6 (i).

SECTION 5. The duties of the different officers of a Chapter shall be those usually performed by persons holding such offices and as the By-Laws of the Association and of the Chapter shall direct.

SECTION 6. No member of a Chapter shall be allowed to vote by proxy.

ARTICLE VIII

MEMBERSHIP

SECTION 1. (a) There shall be but one class of members. (Members who have graduated and those who are no longer in college are herein referred to as alumnus members.)

(b) All candidates for membership shall be elected by an undergraduate Chapter. They shall be initiated either by the Chapter or by a group of members to be designated by either the President of the Convention (See By-Laws Art. I, Sec. 4) or by the Executive Council. See Art. VI, Sec. 5.

(c) The election of all members shall be by a secret ballot and by a majority vote of the active undergraduate membership of the Chapter. See By-Laws Art. III, Sec. 16 and Art. VII, Secs. 11 and 12.

SECTION 2. (a) To be eligible for election as an undergraduate in engineering, the candidate shall be a male student pursuing one of the regular, undergraduate, engineering, day curricula of the institution. See Subsection (m).

Male students pursuing equivalent curricula in evening (night) school, which curricula have been fully accredited by the Engineers' Council for Professional Development, may be eligible to election after a 5/7 favorable vote of the Advisory Board, and approval by the Executive Council.

(b) Students of agricultural engineering, architecture, architectural engineering, industrial

engineering, industrial chemistry, chemical engineering, engineering physics, and other similar curricula may be eligible for election as undergraduate members if and when their curricula are administered by the dean and faculty of the college, or school, of engineering of the institution. In the event that these curricula are administered by some other college or school of the institution, but the basic engineering training is given by the faculty of the college or school of engineering, such students may be considered eligible for election after such procedure has received the three-fourths favorable vote of all the undergraduate members of the Chapter, the five-sevenths favorable vote of the Advisory Board and the written approval of the Executive Council.

(c) A Chapter may decide for itself by a three-fourths majority vote, subject to the approval of its Advisory Board, to exclude from eligibility all students of a particular curriculum who, in the opinion of the Chapter, are not engineering students, even if their curriculum is administered by the college, or school, of engineering of the institution.

(d) In institutions where an engineering curriculum has been administered by the engineering faculty for several years and later is transferred to the faculty of another college or division of the same university, the established practice of electing to membership students pursuing this engineering curriculum, even though no longer administered by the dean and faculty of engineering, may be continued after it has received the three-fourths favorable vote of all the undergraduate members of the Chapter and the five-sevenths vote of the Advisory Board, and the written approval of the Executive Council.

(e) In institutions where it has been the established practice to elect to membership students pursuing a curriculum not actually administered by the dean and faculty of the college, or school, of engineering but which is nevertheless recognized as an engineering curriculum, the established practice may be continued indefinitely after it has re-

C-VIII, 2(e)

ceived the three-fourths favorable vote of all the active undergraduate members of the Chapter, and the five-sevenths vote of the Advisory Board, and the written approval of the Executive Council.

(f) No undergraduate student shall be initiated into membership during a summer session or if he is yet required to do more than seventeen months or less than two months of strictly academic work before his scheduled time for graduation in engineering.

(g) In any institution, those men who are scholastically in the upper eighth of their regular engineering class at the beginning of the next-to-the-last year of their undergraduate engineering curriculum and who have not more than six quarters, or four semesters, of academic work yet to complete before their scheduled time of graduation in engineering, shall be eligible for election at that time. Three or more may be elected from this group at that election. If *more* than three are elected, the total number shall not exceed twenty-five percent of the current total active undergraduate membership of the Chapter. Men elected from this group shall be known as "Honor Students". The remainder of the upper eighth of the class shall be eligible for election at the beginning of the second term, quarter, or semester of the next-to-the-last year of their undergraduate curriculum and when they have yet not more than five quarters, or three semesters, of academic work to complete before their scheduled time of graduation in engineering.

(h) Those students whose scholastic records fall within the upper fifth of the class shall be eligible for election at the beginning of the first and second quarters, terms, or semesters of the last year of their undergraduate curriculum and when they are yet required to do less than nine months and more than three months of strictly academic work before their scheduled time for graduation in engineering.

(i) Students pursuing accredited evening curricula, (see sub-section (a) above) shall be eligible

for election with the groups described in subsections (g) and (h) respectively, when their total credits for scholastic work completed shall be not less than those of the eligible day students as stated above.

(j) Women and special students and those students who are not candidates for an engineering degree shall not be counted in determining the enrollments or the numbers who are eligible for election.

(k) During any period when the length of a curriculum is being changed by the faculty, the Executive Council shall have power to modify temporarily the provisions of the above paragraphs.

(l) The cases of men whose eligibility is in doubt because of irregular standing or curriculum shall be referred to the Advisory Board of the Chapter, or to the Executive Council, for the determination of the terms and times of eligibility.

(m) In considering the eligibility of undergraduate students transferring from other institutions, their college records made elsewhere, if available, shall be considered and counted as if made in the institution in which they are enrolled.

(n) Undergraduate students transferring from another institution shall not be eligible for election until the third regular election after their registration. A student subject to this section with an exceptionally good record shall be eligible at the second regular election after his registration, provided the consent of five-sevenths of the Advisory Board is obtained and he meets the other requirements for election.

(o) A student, undergraduate or graduate, who received his first degree in engineering at an institution which does not have a Chapter of the Association, and who is a candidate for a degree in engineering, bachelor's, master's, doctor's, or professional, at an institution having a Chapter, may be considered and elected by that Chapter, as though he were a regular undergraduate in engineering of that institution, after he has been in residence for one semester or two quarters and is

C-VIII, 2(o)

otherwise eligible in accordance with this Constitution and By-Laws.

(p) An undergraduate student in engineering is one who has not yet received a degree in engineering and is pursuing an engineering curriculum for an engineering degree, bachelor's, master's, doctor's, or professional, and irrespective of whether he has earned a degree in arts, commerce, literature, or science.

(q) In considering possible candidates for election, the membership committee of the Chapter shall obtain from the registrar, or the secretary of the faculty, the names and records of all men likely to be in the upper eighth of the junior class and the upper fifth of the senior class at the time of the election.

(r) To be considered a junior, a student shall have not more than six quarters, or four semesters, of undergraduate academic work yet to complete for his first degree in engineering.

(s) To be considered a member of the senior class, a student shall have not more than three quarters, or two semesters, of undergraduate academic work yet to complete for his first degree in engineering.

(t) The upper eighth and fifth of a class shall be determined by the relative point-ratio based upon the net number of male, regular engineering students enrolled in the junior and senior classes respectively *at the time of the election*. See Subsections (g) and (o) and By-Laws, Art. VII.

(u) One or more conditions or failures in a man's undergraduate record shall not prevent his consideration and election, provided his point-ratio puts him in the upper eighth or fifth of the class.

SECTION 3. (a) The election of undergraduates as members shall be held as soon as practicable after the data for determining the scholastic eligibility of candidates shall have become available, and after due consideration and discussion of the other qualifications of the candidates.

(b) Normally, there shall be only two elections and initiations of undergraduates held each year, namely, near the beginning of the first and second quarters, terms, or semesters of the college year.

(c) On recommendation of the Advisory Board, the Executive Council may authorize special elections or initiations other than those just specified.

SECTION 4. (a) A Chapter may elect to membership any alumnus of its institution who graduated before the establishment of the Chapter at that institution and who would have been eligible for membership had the chapter existed prior to his graduation.

(b) A Chapter may elect to membership any alumnus of its institution who has been graduated for less than five years and was eligible for membership when he was an undergraduate, but who was overlooked in the elections held during his senior year. Proof of these facts shall be submitted to and approved by the Advisory Board of the Chapter. See Subsection (c) and Section 7.

(c) The Chapter shall secure documentary evidence of the eligibility of such an alumnus as mentioned in Subsections (a) and (b) and also that the possible candidate as mentioned in Subsection (b) was overlooked, rather than considered and rejected for reasons decided by vote of the Chapter at that time to be proper.

(d) A candidate who was considered by the Chapter as an undergraduate, but not elected, may be elected under this section after a 7/8 favorable vote of the active membership of the Chapter, the written approval of the Advisory Board, and the approval of the Executive Council as based upon the facts of the case as submitted by the Chapter.

(e) At the establishment and installation of a new Chapter and at the initiation of the petitioners, no engineering alumnus of the institution or other engineer shall be included and initiated unless the requirements of Art. VIII, Sec. 4(a), (c), and Secs. 5, 6, and 7 shall have been complied

C-VIII, 4(e)

with in all details for each candidate by the petitioning group, acting as a Chapter.

(f) All elections under subsections (a) or (b) shall comply with the provisions of Section 7.

SECTION 5. (a) An engineer who is a graduate of a recognized engineering college other than the one in which the Chapter proposing to elect him is located, and who was eligible to membership in the Chapter of his undergraduate college, or would have been had a Chapter existed at the time of his graduation, may be elected to membership. The provisions shall be the same as in Sections 4 and 7 insofar as they may apply.

(b) For a man out of college less than five years who was eligible for undergraduate membership in an existing Chapter and who was overlooked, or may have been rejected for good reasons, the Chapter now desiring to elect him must secure from the Chapter of the candidate's Alma Mater a letter of release which shall state that, upon investigation, the latter Chapter can find no objection to the proposed election and waives its own right to nominate and elect the candidate as a member of its own Chapter.

(c) If the Chapter at the candidate's Alma Mater desires to elect the proposed candidate as one of its own graduate members, it shall have that privilege provided it agrees to consider and vote on him at its next regular election.

(d) If, after two months, a letter of release or objection is not supplied by the Chapter at the candidate's Alma Mater, the Chapter proposing to elect him may appeal to the Executive Council, state all the facts of the case and the reasons for desiring to elect the candidate, and the Executive Council may approve or disapprove the candidate on the merits of the case, as it may then decide.

(e) If the Chapter at the candidate's Alma Mater vouches for the statement that the candidate was not scholastically in the upper fifth* of the class when he was an undergraduate, or that he was deliberately rejected either at the time or

*(Quarter, if graduated Summer 1941 or earlier.)

recently for good reasons, it shall so inform the Chapter desirous of electing the candidate and shall send a copy of its letter to the Secretary-Treasurer of the Association, and the candidate shall not be eligible for membership in the Association until he may become eligible under Section 6.

(f) To complete the election of a candidate for membership under this section, the Executive Council shall pass favorably on the proof of his eligibility as presented by the Chapter proposing to elect him; and (if subject to sub-sections (b) to (d) above) on the letter of release from the Chapter at the candidate's Alma Mater.

SECTION 6. (a) An engineer who is a graduate of a recognized engineering college and who has been out of college more than five years, and who has proven that he is unquestionably that which a member of this Association should be, may be elected to membership.

(b) An engineer, whether a graduate or not, who has had ten years of practical and successful experience in engineering, and who has proven that he is unquestionably that which a member of this Association should be, may be elected to membership.

(c) All elections under this section shall comply with the provisions of Section 7.

SECTION 7. (a) An engineer to be eligible for consideration for election as a member under Sections 4, 5, or 6 must be actively engaged in the engineering profession; he must be a man of character, ability, and integrity; he must have a continuous record of intellectual activity and of attainment in the field of engineering; he must be a man such as an undergraduate member of Tau Beta Pi might be expected to become; and he shall be one who should be expected to add credit and honor to the Association.

(b) Teachers of professional engineering subjects may be considered as being engaged in the engineering profession.

(c) Complete proofs of the worthiness of the

C-VIII, 7(c)

candidate, of his eligibility, of the desirability of bestowing membership upon him, and the approval of the Advisory Board of the Chapter which has elected him must be presented in writing through the office of the Secretary-Treasurer to the Executive Council for its approval. The candidate's election shall not be complete and valid until the approval of the election by the Council has been received by the nominating Chapter. See By-Laws, Art. IX, Sec. 3.

SECTION 8. Membership in any other society, fraternity, or association shall not debar a candidate from election to Tau Beta Pi.

SECTION 9. If an ineligible person is initiated by error or mistake, the evidence in the case shall be referred by the President, or by the officials, of the Chapter to its Advisory Board for its judicial decision as to whether or not the person said to have been ineligible shall be considered and accepted as a member. Its decision shall be final, but subject to an appeal to the Executive Council. See Art. VII, Sec. 4 and By-Laws, Art. IX, Secs. 2(b) and 3.

ARTICLE IX

ALUMNUS CHAPTERS

SECTION 1. (a) Alumnus Chapters shall consist of members of Tau Beta Pi and may be chartered by the Executive Council when application is made in writing by at least ten members of the Association living in a city or its vicinity, and upon payment to the Association of a charter fee of ten dollars.

(b) The Chapter shall be known by the name of the city in which it is located.

(c) The annual dues of an Alumnus Chapter to the Association shall be five dollars, payable on the first day of January.

SECTION 2. (a) Each Alumnus Chapter may be represented by one or more delegates at the annual Convention and, if represented, it shall have one vote in the Convention, provided that the Alumnus

Chapter has paid its annual dues to the Association. A delegate from an Alumnus Chapter shall represent that Chapter only.

(b) No Alumnus Chapter shall be represented in the Convention until a period of two months has elapsed since the granting of the charter.

(c) The expenses of the delegate of an Alumnus Chapter to the Convention shall not be paid by the Association.

SECTION 3. Each Alumnus Chapter shall elect annually its President, Secretary, and Treasurer. The Executive Committee of the Chapter shall consist of these officers and such other members as the Chapter may elect.

SECTION 4. The Chapter shall be self-governing as far as does not conflict with the Constitution and By-Laws of the Association.

SECTION 5. It shall be the duty of the members of each Alumnus Chapter to continue to uphold the principles, esprit-de-corps, and ideals of The Tau Beta Pi Association, to advance the causes of the engineering profession, and to be of service to local members of the Association and to the membership of neighboring undergraduate Chapters.

SECTION 6. Alumnus Chapters in existence at the time of the adoption of these provisions shall be subject to all of these requirements and entitled to all these privileges.

ARTICLE X

MEETINGS

SECTION 1. Each Undergraduate Chapter may arrange for and hold such meetings as it desires, but at least one business meeting and one general meeting of a social, literary, or technical character shall be held each term, quarter, or semester, except in the summer, in addition to the meetings held for the consideration, election, and initiation of candidates for membership.

ARTICLE XI

FELLOWSHIP FUND AND FELLOWSHIPS

SECTION 1. (a) With the object of advancing the interest of the engineering profession, of stimulating research study and investigations, and of being of greater value to those members of the Association who are best prepared to be benefitted by the opportunities presented, there shall be created and established a Fellowship Fund to be made up of any unassigned surplus funds of the Association allocated for this purpose by the Executive Council from time to time, gifts and bequests for fellowships, the life subscriptions to THE BENT after the death of the subscribers, and all unused annual income from the Fellowship Fund.

(b) Grants for fellowships may be made annually as the income from the fund and other sources will permit.

SECTION 2. The Fellowship Fund shall be in the custody of the Trustee of the Fellowship Fund as is provided in Art. IV, Sec. 5.

SECTION 3. (a) There shall be a Director of Fellowships as provided in Art. IV, Sec. 3.

(b) He shall have the cooperation and services of a Fellowship Board as provided in Art. IV, Sec. 4.

SECTION 4. (a) With the advice of the Trustee of the Fellowship Fund, the Director of Fellowships, and the Fellowship Board, the Executive Council shall decide, on or before March 1 each year, the number of fellowships which shall be awarded by the Association for the following college year and the annual stipend of each.

(b) The annual stipends of the fellowships shall be the same for all fellowships awarded in any one year, but may be changed from year to year to meet the average cost of living in different college towns.

(c) The annual stipend of a fellowship shall be sufficient, on the average, to maintain the beneficiary in satisfactory and proper social and financial status, without other funds being needed, except for travel, clothes, and the support of other persons.

SECTION 5. The number of fellowships to be awarded each year shall be dependent upon the gifts received, the number of life subscriptions received for THE BENT, and the income received from the investments of the Fellowship Fund.

SECTION 6. (a) The fund so accumulated shall be employed for the furtherance of the Fellowship Plan and the income shall be used in the payment of fellowships.

(b) The principal of the fund shall not be used in payment of fellowships, except on the unanimous recommendation of all the members of the Executive Council, in writing, to the Trustee of the Fellowship Fund and only when it becomes necessary to draw on the principal of the Fellowship Fund in order to pay the promised stipends of the fellows for that particular year, and because no other income or fund is then available for that purpose.

(c) When the Fellowship Fund has been reduced in amount, and this shall be done only for the purpose named in Subsection (b), replacement of the money so expended for fellowship stipends shall take precedence over all fellowships for succeeding years.

SECTION 7. (a) As the financial condition of the Association may warrant, fellowships shall be granted to members of the Association for strictly graduate work, and preferably for an advanced degree, to be done either at their own Alma Mater, or elsewhere, in professional or scientific engineering work of a specified nature.

(b) A fellow shall pursue advanced engineering work of strictly graduate character, academic, experimental, or research, for the full college year of the institution at which he elects to spend his fellowship year.

(c) In the event of a change of mind, loss of interest, failure to be graduated (except for a reason acceptable to the Director of Fellowships), permanent ill-health, or physical disability, he shall promptly resign his fellowship and relinquish his financial claim on the Association one month after submitting his resignation.

ARTICLE XII

RESERVE FUND

SECTION 1. It shall be the duty of the Executive Council to maintain at all times a reserve fund of ten thousand dollars. invested in securities of the United States Government only, and registered in the name of the Association. These securities shall be kept in a safety deposit box under the joint custody of the Trustee of the Reserve Fund and one other member of the Executive Council. This safety deposit box shall be rented by the Association and shall be used solely for the storage of the securities and valuable papers of the Association.

SECTION 2. The Reserve Fund shall be maintained as an insurance against financial emergencies endangering the life or seriously impairing the activities of the Association, and may be drawn on only when four-fifths of the Executive Council agree that such an emergency exists.

SECTION 3. Whenever the Reserve Fund has been reduced below \$10,000 in face value, replacement shall take precedence over all expenditures of the Association except the necessary current operating expenses and obligations existing at the time of the draft on this fund.

SECTION 4. Interest on the Reserve Fund shall be sent promptly by the Trustee of the Reserve Fund to the Treasurer of the Association to become a part of the general income of the Association. See Art. III, Sec. 4(i).

ARTICLE XIII

STUDENT LOAN FUND

SECTION 1. (a) From the prepaid advanced subscriptions to THE BENT, the Executive Council shall have authority to loan to any undergraduate student member of the Association such sums of money as he may need to help him to complete his studies and enable him to get his engineering degree, and in amounts not to exceed a total of \$250.00.

(b) No more than one-half of the full-year, prepaid, advanced subscriptions to THE BENT shall be invested in loans to students.

SECTION 2. In the event of gifts and bequests being received by the Association for use as student loans, the Executive Council shall appoint one of its members, or the Treasurer of the Association, to act as Trustee of the Student Loan Fund. His duties and responsibilities shall be the same as those of the Trustee of the Fellowship Fund except that his investments shall be made primarily in loans to students. Monies not invested in such loans shall be invested as specified in Art. IV, Sect. 5. The accrued interest from all investments of the fund shall be added to the corporate body of the fund for use in loans to students.

SECTION 3. (a) Interest receipts from student loans, above the amount required to cover deaths and other losses from loans, shall be reinvested in student loans and shall form the nucleus of a permanent Student Loan Fund.

(b) The Trustee of the Student Loan Fund shall have authority to collect an unpaid loan from the estate of a deceased borrower, or from a defaulting borrower, or to cancel the debt, if in his judgment the conditions of the case shall warrant it.

SECTION 4. The Executive Council shall make such rules and regulations relative to the making and repayment of student loans as in their judgment shall be proper and needed.

ARTICLE XIV

DISCIPLINE

SECTION 1. The method of discipline of a Chapter shall be by suspension or by the annulment of its charter.

SECTION 2. If any Chapter shall be reported in writing to the Executive Council, or to the Convention, by twenty-five alumnus members of the Association, or by three other Chapters, as having acted in a manner contrary to the Constitution or prejudicial to the interests of the Association, it

may be required to show cause to the Executive Council why it should not be deprived of the enjoyment of its rights and privileges, and why its charter should not be suspended, until the next Convention. The Executive Council may in its judgment suspend the charter of such a Chapter and shall present at the next regular Convention the complaint against the Chapter and the Chapter's reply. The Chapter shall have the right to be heard by the Convention and have its official delegate-member and other members plead its cause. The charter of the Chapter may be suspended, or annulled, or restored to the Chapter by action of the Convention by a three-fourths vote, taken by roll-call, of those present and entitled to vote.

SECTION 3. The methods of discipline of a member shall be by either suspension or expulsion.

SECTION 4. (a) For continued and inexcusable absence from the meetings of the Chapter, for non-attendance to his assigned or elected duties to the Chapter, for moral delinquency, for inexcusable failure to meet his financial obligations to the Chapter, or for other just cause, after a fair trial and upon the recommendations of a majority of the active members of the Chapter and of its Advisory Board, the Executive Council may either suspend or expel a member and recall his official badge and his certificate. The Executive Council shall report to the next Convention its action and its reasons therefor in each case.

(b) A member may appeal his case from the decision of the Executive Council to the next regular Convention of the Association and the member shall have the right to be heard by the Convention and to plead his own cause. The action of the Convention shall be final.

SECTION 5. A uniform system of fines shall be established and these fines shall be assessed against, and paid by, every Chapter guilty of inexcusable acts or of lateness or neglect to make reports to the Secretary-Treasurer of the Association, as prescribed by the Constitution and By-Laws. See By-Laws, Art. IX.

ARTICLE XV

AMENDMENTS

SECTION 1. An amendment to the Constitution may be presented to the Convention and, if approved by a three-fourths vote of those present and entitled to vote, shall then be submitted to the Chapters and shall become effective only when ratified by three-fourths of the Chapters by a three-fourths vote of the total active membership of each chapter.

SECTION 2. An amendment to the Constitution may also be proposed at any time by the Executive Council, and shall become effective only when ratified by three-fourths of the Chapters by a three-fourths vote of the active membership of each chapter.

SECTION 3. An amendment to the By-Laws of the Association may originate in the Convention or in the Executive Council. An amendment to the By-Laws proposed at any Convention may be adopted by the same Convention at a later date by the three-fourths vote of those present and entitled to vote, or it may lie over until the next Convention, or be referred to the Chapters for ratification. The amendment shall become effective only when ratified either by the three-fourths vote of the Convention or by the three-fourths vote of the Chapters, and by a three-fourths vote of the active membership of each chapter.

SECTION 4. Any Chapter which fails to report its vote to the Executive Council within six weeks, between the times of mailing and return of the ballot, not counting regular college vacations, shall forfeit its vote to the Executive Council which shall then have authority to vote for the Chapter as it may think best.

SECTION 5. Amendments to the Constitution and By-Laws shall be reported by the Secretary of the Association to each Chapter, undergraduate and alumnus, and shall be printed in the official publication of the Association and shall then become the law of the Association.

ARTICLE XVI

ENACTMENT

SECTION 1. This Constitution and the By-Laws submitted herewith, having been ratified by the three-fourths vote of the Chapters by a three-fourths vote of the active membership of each Chapter and the three-fourths vote of the Convention, became effective and the law of the Association on December 1, 1947.

THE BY-LAWS OF THE TAU BETA PI ASSOCIATION

ARTICLE I

THE CONVENTION

SECTION 1. (a) The Convention, being duly assembled, shall be called to order by the President or other member of the Executive Council, or, if there be none such present, by the delegate from the oldest Chapter represented. The temporary chairman shall appoint the Secretary-Treasurer of the Association, if present, or a delegate, as Secretary pro tem who shall call the roll of the Chapters and examine the credentials of the delegates present. No delegate shall be permitted to represent more than one Chapter.

(b) The Secretary pro tem having reported a quorum to be present, the Convention shall then elect by ballot the Permanent President and the Secretary of the Convention. The Permanent Secretary may appoint an Assistant Secretary of the Convention from the membership of the Association. The President of the Convention shall appoint Committees on the reports and recommendations of the Executive Council and of other officials, the finances of the Association, including the reports of the Treasurer and of the Auditor, publications, rituals, Convention expenses, Constitution and By-Laws, time and place of the next Convention, petitions for charters, withdrawal of charters and discipline, resolutions, a committee on the dispatch of business, and any others that may be thought desirable. The Committee on the dispatch of business shall submit at the earliest moment the agenda and Rules of Order of the Convention. The reading of the report of the Executive Council shall be first in order* and shall be followed by the reports of the other officials. (See Const., Art. III, Sec. 5(s), Sec. 6(d), Sec. 7(i), and Art. IV, Sec. 8.) The items of the various reports which require

B-I, 1(b)

action shall be referred to the appropriate committees for consideration and recommendation to the Convention. The report of the committee on the dispatch of business shall be then received and, when it has been adopted by the Convention, shall regulate the order and transaction of the business of the Convention.

SECTION 2. (a) The Secretary shall keep the minutes of the meetings and shall prepare two copies of the official Report of the Proceedings of the Convention on 8½x11 inch white writing paper whose strength, color, and resistances to mechanical stresses and to chemical deterioration, and other qualities shall be those specified by the United States Government for Class II or Class I, writing papers and weighing 16.8 lbs. for 500 sheets of 17x22 inch paper. (See paper on "Permanence Standards for Printing and Writing Papers" presented before the Printing Industries Division of the A. S. M. E., June, 1930.)

(b) These copies shall be signed by the President and Secretary of the Convention and shall be filed and kept permanently in the bound archives of the Association in the offices of the President and of the Secretary of the Association respectively.

(c) The report of the Proceedings of the Convention shall be printed, or mimeographed, and copies shall promptly be transmitted to the officials of the Association, to the Chapters, and to all newly elected officials.

SECTION 3. (a) Each Undergraduate Chapter shall send one active member as its official delegate to the annual Convention.

(b) The total cost of the attendance of the undergraduate delegates (railroad and pullman fares by the cheapest and most direct route from the college town to the Convention and return, and a per diem charge for room and meals while at the Convention as approved by the Executive Council) shall be prorated as an assessment to the Undergraduate Chapters on the basis of the total number

of initiates of each Chapter since the last Convention.

(c) After the close of the Convention, the Treasurer of the Association shall make an audit of the actual expenses of the Convention and shall adjust the Chapter's accounts with proper debits and credits to cover the difference between the Convention assessment and the Convention expenses.

(d) Active Chapters failing to send a delegate shall be subject to this assessment.

(e) The Treasurer of the Association shall pay to the Chapter entertaining the Convention a per diem amount for room and meals for each official delegate of an Undergraduate Chapter for each day that he was in actual attendance at the Convention.

(f) No pro-rata assessment shall be made on the Chapter, or Chapters, entertaining the Convention and no monies shall be paid by the Association for transportation and entertainment of the delegate from the Chapter or Chapters entertaining the Convention or of an alumnus delegate.

SECTION 4. At each Convention a group of members designated by the President of the Convention shall conduct an initiation with due formality and elegance for the instruction of the delegates.

SECTION 5. Any member of the Association may be granted the privilege of the floor at a meeting of the Convention or of a Chapter.

SECTION 6. The Convention may suspend the By-Laws for a specified purpose by a three-fourths majority vote.

SECTION 7. Robert's "Rules of Order" shall be the accepted practice of meetings of the Convention and of the Chapters, subject to the provisions of the Constitution and By-Laws of the Association.

ARTICLE II

THE OFFICERS

SECTION 1. The Executive Council shall hold not less than four meetings a year. Minutes of these meetings shall be kept. Excerpts therefrom which may be of interest shall be published in THE BENT. A complete file of Council business and minutes shall be kept and shall be turned over to the succeeding Council.

SECTION 2. The Executive Council shall assume active leadership of the Association. It shall study, or appoint committees for studying, such subjects as from time to time seem desirable. It shall attend to the bonding of all persons entrusted with the funds of the Association. The Council shall, on its own initiative, or by request, prepare legislation, amendments, proposals for change, etc., for consideration by the Chapters or the Convention.

SECTION 3. Communications from the Executive Council shall be acted upon by the Undergraduate Chapters within one month, not counting regular college vacations, from the time of their receipt. Should any Chapter fail to report its action, or vote, on such a communication within six weeks, from the time of mailing, not counting regular college vacations, such failure shall be construed as giving the Executive Council authority to act and vote for the Chapter as the Council may think best. Sec. Const., Art. XV, Sec. 4.

SECTION 4. The Executive Council shall make to each regular Annual Convention a report containing the following items:

(a) A statement of the condition of the Association, both general and financial.

(b) The transactions of the Executive Council since the last Convention.

(c) All recommendations for the good of the Association which it may see fit to make.

(d) All subjects brought to its attention by the Chapters.

(e) All Chapters and members subject to discipline.

(f) All petitions for charters.

(g) Recommendations, if any, for the annulment of Chapters and the withdrawal of charters.

SECTION 5. The Secretary of the Association:

(a) Shall send to the President of each Chapter when it is installed, with the compliments of the Association, a set of the properties, except caps and gowns, commonly used in the initiation ceremonies, for its permanent use. The Chapter shall keep these properties in good condition.

(b) He shall send to the Recording Secretary of each Chapter, and charge to the Chapter, when it is installed, a copy of the official loose-leaf roll and record book for the use of the Chapter.

(c) He shall send to the Cataloger of each Chapter, and charge to the Chapter, when it is installed, a package of one hundred 5 by 3 inch card-catalog cards for the use of the Chapter.

(d) He shall get from the Corresponding Secretary of each Chapter in October the names and post office addresses of the officers and active members of the Chapter and of the Advisory Board and subsequently all changes in their memberships which may occur during the year. See Art. III, Sec. 6(a).

(e) He shall get from the Corresponding Secretary of each Chapter immediately after each election a copy of the list of eligible candidates who were considered, as required in Art. III, Sec. 6(b).

(f) He shall get from the Corresponding Secretary of each Chapter items of news interest and items concerning discipline, as required in Art. III, Sec. 6(g).

B-II, 5(g)

(g) He shall get from each Chapter a list of the newly elected members of the Chapter and shall promptly send to the Chapter a certificate of membership for each new member received into the Chapter, as required in Art. III, Sec. 6(e).

(h) He shall get from each Chapter a copy of the Chapter's By-Laws, amended to date, with the written approval of the Advisory Board, as required in Art. III, Sec. 6(f).

SECTION 6. The Treasurer of the Association:

(a) Shall send to the Treasurer of each Chapter when it is installed a copy of the official bookkeeping system of the Association with instructions as to its use. See Art. III, Sec. 8.

(b) He shall send at the beginning, middle, and before the end of the college year to the Treasurer of each Chapter a statement showing the financial condition of its account with the Association.

(c) He shall send on or about February 1 to each member of the Executive Council a statement showing the financial condition of the Association.

(d) He shall devise and use printed forms of statements of accounts to be filled in by him which shall serve as a continuous record of the finances of the Association and of each Chapter.

SECTION 7. The Secretary-Treasurer of the Association, acting as Treasurer,

(a) Shall pro-rate the assessments for the next Convention among the Chapters and notify the Chapters in April approximately what their total assessments will be. See Art. I, Sec. 3.

(b) He shall repay to each council member, and other official who was present at the Convention, and to each Chapter entertaining the Convention, their unpaid expenses in connection with the Convention. See Art. I, Sec. 3(c), (e), and (f).

(c) He shall collect from the Treasurer of each Chapter the stated amount of the initiation fee payable to the Association for each initiate, less

any refunds due the Chapter. See Art. III, Secs. 7 and 9.

(d) He shall sell badges, official jewelry, and other supplies to the Chapters and members of the Association. See Art. V.

(e) He shall transmit to the Trustee of the Reserve Fund such monies as may be available to return it to the \$10,000 minimum in case of its depletion. See Const., Art. XII, Sec. 3.

(f) He shall transmit quarterly to the Trustee of the Fellowship Fund all monies received for life subscriptions to THE BENT and all monies designated for the Retirement Fund.

(g) He shall receive from the Trustee of the Fellowship Fund the interest on life subscription monies during the lifetime of the subscribers to THE BENT.

(h) He shall assess and collect fines as specified in the Constitution, Art. XIV, Sec. 5 and By-Laws, Art. IX.

(i) He shall receive from the Trustee of the Fellowship Fund such monies as are ordered by the Executive Council to be paid to him for the payment by him of the stipends of the Fellows and the pension of the Retired Secretary-Treasurer.

(j) He shall pay the stipend of the Fellows and the pension of the Retired Secretary-Treasurer on the written order of the Executive Council.

(k) He shall pay the monies loaned to students on the written order of the Executive Council; shall give thirty days' notice to the maker of the student-loan note and to his endorser of the time when the note is due and the amount then due; and shall accept and give receipts for the partial or complete repayment of a note. See Const., Art. XIII, Secs. 1 and 4.

(l) The Treasurer of the Association shall be bonded to a proper amount to the Executive Council by a reliable company. The cost of this bond and the other expenses of his office shall be paid by the Association.

SECTION 8. The Treasurer of the Association shall have at his disposal a petty-cash fund, which

shall not exceed \$400 in amount, for the payment of miscellaneous office expenses. When this fund is depleted, he shall report his expenditures from this petty cash account to the Executive Council and shall draw a check for its replenishment.

SECTION 9. The Treasurer of the Association shall maintain a suitable bank balance, other than for petty cash, proper in amount to cover the ordinary business of his office. Excess deposits shall be either transmitted to either the Trustee of the Fellowship Fund or the Trustee of the Reserve Fund for such investment as they may deem wise under the Constitution (See Const. Art. IV, Sec. 5 and Const. Art. XI), or else either used in the purchase of government securities or deposited in the savings accounts of national banks, as the Executive Council shall direct.

SECTION 10. All payments, including those for replenishing the petty-cash fund, shall be made by the Treasurer by checks countersigned by the President of the Executive Council.

SECTION 11. Early in August, the Secretary-Treasurer shall have an accurate and complete audit made of the accounts of the Association up to the end of the fiscal year on July 31. He shall present copies of his report as Treasurer of the Association and of the auditor's report of the financial affairs of the Association to the Executive Council one month before the Convention and shall present them to the Convention. They shall be published in THE BENT. The audit shall be accompanied by full explanations and shall be so made as to be readily understood by the delegates.

SECTION 12. The Trustee of the Reserve Fund shall not be bonded, as that fund is under the joint custody of two members of the Executive Council. See Const., Art. III, Sec. 4(i) and Art. XII.

SECTION 13. The Trustee of the Student Loan Fund shall not be bonded, as that fund is under the custody of either a member of the Executive Council or the bonded Treasurer of the Association. See Const., Art. XIII, Sec. 2.

SECTION 14. The fiscal year of the Association shall begin on August first and end on July thirty-first.

ARTICLE III

UNDERGRADUATE CHAPTERS

SECTION 1. (a) The officers of a Chapter shall be elected in March or April. They shall take office one month before the annual convocation or commencement in May or June.

(b) The retiring officers shall turn over all the records to their successors, and these records shall be up-to-date in all regards. It shall be the first duty of each incoming officer to familiarize himself with these records and to see that they are in good order and up-to-date, and, if not, to try to get the cooperation of his predecessor before the latter leaves college permanently.

(c) The records shall include the loose-leaf roll and record book, the minutes of the meetings of the Chapter for the current and previous years, the Treasurer's accounts for the current and previous years, the files of the Corresponding and Recording Secretaries, holders containing a complete file of the copies of THE BENT and of THE COUNCIL BULLETIN for the last three years, the card or other catalogs of the active and inactive members and of the alumni members of the Chapter, and a correct and itemized list of the paraphernalia and other properties of the Chapter pertaining to the initiation ceremonies with note as to their place of storage. Older issues of THE BENT may be offered to the library of the institution. See Art. VI, Sec. 6.

SECTION 2. Each Chapter shall have standing committees on Membership, Initiation, Program, Social Activities, and such other committees as the Chapter shall desire and establish. Except by special Chapter action by three-fourths majority vote, the President of the Chapter shall decide upon the size of each of the committees and shall appoint its membership, preferably after conference with his appointee as chairman of the committee.

SECTION 3. It shall be the duty of the President as the responsible agent and leader of the Chapter to see that the other officers of the Chapter perform their duties in accordance with the Constitution and By-Laws of the Association and the By-Laws of the Chapter.

SECTION 4. The Vice-President of the Chapter shall be the Chairman of the Program Committee and shall have as his special duty the advancement of the technical and professional education of the active members.

SECTION 5. It shall be the duty of the Recording Secretary to keep the loose-leaf roll and record book of the Chapter as obtained from the Secretary of the Association, the minutes of the meetings of the Chapter, completely written up to date and to keep in a suitable holder all the issues of THE BENT for the last three years and also in a similar holder all issues of THE COUNCIL BULLETIN for the last three years for the use of himself and members of the Chapter. See Sec. 1(c) above.

SECTION 6. It shall be the duty of the Corresponding Secretary of each Chapter

(a) To send promptly in October each year to the Secretary of the Association lists of the names and post-office addresses of the officers and active members of the Chapter, and of the seven members of its Advisory Board, and to report promptly all changes in their memberships which may occur during the year. See Art. IX, Sec. 1(a).

(b) To send to the Secretary of the Association immediately after each *election* of new members a copy of the list of eligible candidates who were considered, marked so as to indicate on which ballot each candidate was elected, and to give, in each case, the reasons for rejection, where known, of those who were not elected. See Art. VII, Sec. 13(a) and (c) and Art. IX, Sec. 1(b).

(c) To send to the Secretary of the Association immediately after each election of new members, the probable date of their initiation, a list of the newly elected members, giving the full name, class and college (for alumni), and the home and college post-office addresses of each. This list

shall be on an official blank, supplied by the Executive Council, and from it the badges shall be ordered. Certificates of membership will be ordered from this list, upon special request by the Chapter. See Art. VII, Sec. 13(c).

(d) To send to the Secretary of the Association immediately after each election of new members a list of the electees who declined their election, and, in each case, the reasons that he gave for declining and the opinion of the Corresponding Secretary as to whether they were the real reasons or not, and as to whether any efforts were made to induce the electee to accept the election.

(e) To send to the Secretary of the Association, immediately after each *initiation*, a list of the members initiated, on an official blank provided, giving the full name and class of each initiate, and the date of his initiation, and an official catalog card for each new member. From this report certificates of membership shall be ordered. See Subsection (c) above.

(f) To send to the Secretary of the Association upon request, a list of revised addresses for all active members of the Chapter, for use during the summer, and in mailing the July issue of THE BENT. See Art. IX, Sec. 1(f).

(g) To send to the Secretary of the Association, immediately upon receipt of the proper form or after their election, a duplicate of the credentials for the delegate and alternate to the ensuing Convention. See IX, 1(g).

(h) To furnish to the Secretary-Treasurer of the Association a copy of the Chapter's By-Laws, amended to date, with the written approval of the Advisory Board within two weeks of their adoption and amendment. See Art. IX, Sec. 1(d), as to fine and Const., Art. VII, Secs. 3 and 4, as to Advisory Board.

(i) To report to the Secretary of the Association such items of news and of interest as to honors received, offices to which members of the Chapter have been elected, and the like, and also any cases of discipline which might affect the stand-

B-III, 6(i)

ing of one or more members on the rolls of the Association.

(j) To carry on such other correspondence of the Chapter as the President may direct.

(k) To report to the Secretary of the Association any and all actions taken by the Advisory Board of the Chapter. See Const., Art. VII, Secs. 3 and 4.

SECTION 7. The Chapter through its Treasurer shall remit within ten days after each initiation to the Treasurer of the Association the stated amount of the initiation fee payable to the Association for each new initiate. This remittance shall cover the costs of the badge, the certificate of membership, a four years' subscription to *THE BENT*, and a copy of the Constitution and By-Laws of the Association. It shall also include a sum for the necessary expenses of the Executive Council, including the cost of publishing the membership catalog. This sum, called the Council Tax, shall be determined by the Convention, on recommendation of the Executive Council.

SECTION 8. Except when the rules of the institution require that the Treasurer of a Chapter keep its financial accounts in a specified way and form, he shall use and follow the official bookkeeping system of the Association on standard forms furnished by the Treasurer of the Association.

SECTION 9. For any candidate not initiated, the Chapter shall be refunded or credited, as it may elect, the full amount of the remittance, excepting the actual cost of the certificate if it shall have been engrossed and of the badge if it shall have been engraved.

SECTION 10. The Cataloger of each Chapter shall keep an up-to-date catalog of its active and alumnus members, giving the full name, the home address, and the college address of each member and the names of the officers of the Chapter, including the Advisory Board. (The Cataloger may purchase the cards for a card catalog from the Secretary of the Association.)

SECTION 11. It shall be the duty of every member to see to it that each elective officer of the Chapter conscientiously performs the duties of his office for the benefit of the entire Chapter, and particularly in matters pertaining to finance and the relations of the Chapter with the Secretary-Treasurer of the Association.

SECTION 12. The expenses of a Chapter shall be borne by the initiation fees, by dues to be paid each quarter, term, or semester, and by such assessments as may be voted at any regular meeting of the Chapter as the Chapter may decide, by a three-fourths affirmative vote of all the active undergraduate members, and subject, on appeal, to the approval of the Advisory Board of the Chapter.

SECTION 13. Each Chapter shall decide on the amount of its initiation fee (including the stated amount of the initiation fee payable to the Treasurer of the Association) and on its dues per quarter, term, or semester. See Const., Art. V, Secs. 2 and 3, and Secs. 14 and 16 below.

SECTION 14. The Budget of the estimated expenses of the Chapter for the next college year shall be prepared in March or April by the officers of the Chapter. It shall be the special order of business of one of the regular April meetings of the Chapter. It shall include all of the expenses of the initiation ceremonies, dinners, luncheons, picnics, dances and other social activities, back debts, prizes and awards, auditor and bank charges, loans to electees, Convention assessment, (See Art. I, Sec. 3(b).), rents, supplies, telegrams, long-distance telephone calls, stationery, postage, etc.

SECTION 15. (a) At one of the regular April meetings of the Chapter, after canvassing the subject to find out who can most conveniently go to, and to consider who will most satisfactorily represent the Chapter at, the next regular Convention of the Association, the Chapter's Convention Delegate and his alternate shall be elected by the active members of the Chapter. See Art. I, Sec. 3(b)

(b) On the Delegate's return from the Convention, it shall be his duty to make a general

B-III, 15(b)

report, preferably in writing, to the Chapter at its next regular meeting on the business transacted by the Convention, the entertainment received, and his impressions of the Convention and the delegates, with his suggestions for the improvement of the life and work of the Chapter and its members.

SECTION 16. A quorum for the consideration of routine business shall consist of one-half the active membership of the Chapter; for the election of new members, for changing the initiation fee or Chapter dues, and for the passing of an assessment on the members of the Chapter, three-fourths of the active undergraduate members of the Chapter; (See Const., Art. V, Secs. 2 and 3); and for the approval or disapproval of a proposed amendment to the Constitution or By-Laws of the Association or Chapter, three-fourths of the active members of the Chapter. See Const., Art. V, Sec. 3.

SECTION 17. Chapter By-Laws shall not be suspended except with the written consent of a majority of the Advisory Board of the Chapter.

ARTICLE IV

ESTABLISHMENT OF AN UNDERGRADUATE CHAPTER

SECTION 1. Besides complying with Article VI of the Constitution of this Association, a petition for a Charter and the establishment of a Chapter at an institution must set forth:

(1) The requirements for admission to the entering class, with a minimum of fifteen "standard entrance units," obtained either by examination or by diploma from a first grade, duly accredited high-school, or an equivalent preparatory school, and a certificate showing the quality of work done by the student in each of the subjects offered for admission. The "standard entrance unit" shall be as defined by the Association of Secondary Schools and Colleges.

(2) The net number of weeks required to be spent on the campus in strictly academic classroom and laboratory work, exclusive of examination periods, for a first degree in engineering.

(3) The gross length of the college curriculum for a first degree in engineering.

SECTION 2. The petition shall give in tabular or graphical form, or both, the numbers of regular engineering students in each of the engineering classes and the numbers of and the names of the undergraduate engineering degrees awarded in each curriculum during the last five years.

SECTION 3. A copy of the petition accompanied by marked copies of the catalog, or bulletin, of the college descriptive of the curricula and courses offered and the equipments available for student use and of such other printed matter as may be available, which will be helpful to the Executive Council in reaching its decision, shall be sent to each member of the Executive Council, and to the Secretary-Treasurer. See Const., Art. VI, Sec. 2(a).

SECTION 4. The petition shall give the schedules of teaching of each member of the engineering faculty for the current year and the professional, scientific, technical, and honorary societies to which each belongs.

SECTION 5. Before approving the petition for a charter, the Executive Council:

(a) Shall delegate one of its members, or other well-qualified representative, to visit and inspect the institution as a whole as well as the engineering departments from whose students a petition has been received;

(b) Shall get the written opinions of members of the Association living in the vicinity as to the reputation of the institution and of its engineering departments;

(c) Shall get, if practicable, the written opinions of the membership of the neighboring Chapters as to the qualifications of the petitioners for membership in the Association.

SECTION 6. When a petition has been referred to the Chapters for their study and consideration, it shall be the duty of the neighboring Chapters,

if practicable, to send visiting delegations to inspect the institution and its engineering departments, to become acquainted with the members of the petitioning group, and so get first-hand information. Their testimonies shall be presented at the Convention.

SECTION 7. A group of students of an institution should not be encouraged to petition for a Charter:

(a) If the institution gives less than 120 net weeks, exclusive of examination periods, to instruction in strictly academic work on the campus, for a first degree in engineering; or,

(b) If it confers less than forty strictly engineering bachelor's degrees each year (with thirty-two as an absolute minimum); or,

(c) If its numbers of students are tending to decrease to or below this minimum limit; or,

(d) If it gives degrees in less than three engineering curricula, exclusive of curricula in a pure science, architecture, or agricultural engineering. See Const., Art. VIII, Sec. 2(b) and (c); or,

If fewer than three of the above curricula (exclusive, etc.,) have been accredited by the E.C.P.D.; or,

(e) If it requires less than the usual number of hours scheduled for class-room and laboratory work per week (at least seventeen credit hours) and including the usual fundamental subjects (English, chemistry, physics, mathematics, drawing, and analytical mechanics); or,

(f) If the petitioning group of students has not been organized as a local society, and so proved its intentions, for at least two full years; or,

(g) If the petitioning group cannot be represented at the Convention by at least one alumnus or member of the faculty and preferably by one who is a member of the Association, and also by a member of the petitioning group; or,

(h) If there are not at least two members of the faculty who are members of the Association; or,

(i) If a majority of the engineering professors and associate professors are not members

B-V, 4

SECTION 4. The official badge, or Bent, shall be worn only by members of the Association.

SECTION 5. Jewelry, the Women's Badge, and auxiliary jewelry as specified in this section shall be standardized and approved by the Executive Council and shall be purchased only from the official jeweler through or with the approval of the Secretary-Treasurer of the Association.

(a) Jewelry, bearing a replica of the official badge of the Association, to be worn by members, shall be limited to a ring, a recognition button, and a tie clasp.

(b) The Women's Badge shall be worn only by those to whom it has been awarded.

(c) Jewelry, bearing a replica of the official badge of the Association, to be worn by wives, mothers, sisters, or fiancées of members, shall be limited to a miniature badge.

(d) No form of novelty items bearing the official badge of the Association shall be authorized by the Executive Council.

SECTION 6. The pledge pin shall be of gold, $\frac{3}{8}$ inch square, diagonally divided from left lower corner to right upper corner into two parts, the upper triangle to be enameled in seal brown and the lower one in white. The button shall be worn so that the brown triangle shall be on the upper side.

SECTION 7. The flag shall consist of three equal vertical stripes, the two end ones of seal brown and the center one of white bearing a bent in seal brown. The flag shall be two units high and three units long. The bent on the center stripe shall be $1\frac{1}{4}$ units high and of official proportions. See Sec. 3 above.

SECTION 8. The certificate of membership shall be as adopted by the Convention of 1922 and as shown below:

FORM OF CERTIFICATE

T A U B E T A P I

PENNSYLVANIA

CUT OF
BADGE

ALPHA

Be it known, that, having maintained a rank in Scholarship in the upper *fifth** of his class while pursuing an engineering curriculum at

LEHIGH UNIVERSITY

and having been duly elected by the Chapter

EDWARD HIGGINSON WILLIAMS, Jr.

of the Class of 1875, is hereby declared and certified to be a member of



and is granted all the honors, insignia, and privileges belonging to this Association.

Given at *South Bethlehem, Pennsylvania*, this *second day of March*, A. D., 1885, and of the Association the *first*.

(Signed)

(Signed)

(Seal)

Prest. Exec. Council

Prest. of Chapter

Sec'y. of the Assn.

Recording Secretary

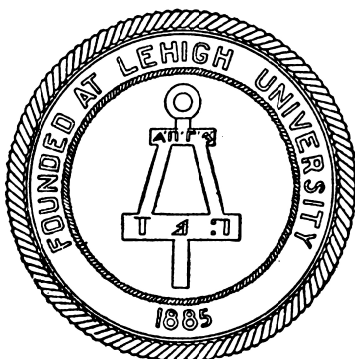
(Words in *italic* to be changed to suit the chapter, etc).

SECTION 9. For a man elected under Article VIII, Section 6 of the Constitution, the form of the Certificate of Membership shall be prescribed by the Executive Council.

SECTION 10. The Executive Council shall adopt a form of Certificate for Fellows of The Tau Beta Pi Association and shall issue to each Fellow, when appointed, a copy of the Certificate. It shall give the full name of the Fellow, the name of his Chapter, the name of his Alma Mater, the degree for which he is a candidate, and the scheduled date of his graduation. It shall be signed by the Director of Fellowships and by the President and Secretary of the Association.

SECTION 11. The seal of the Association shall be as shown in this figure:

*See Page 24.



ARTICLE VI

OFFICIAL PUBLICATIONS

SECTION 1. The official organs of the Association shall be known as **THE BENT OF TAU BETA PI** and **THE COUNCIL BULLETIN**. The **COUNCIL BULLETIN** may be used and mailed as regular issues of **THE BENT**. The Editor of the Association shall be responsible to the Executive Council for the publication of **THE BENT OF TAU BETA PI** and of **THE COUNCIL BULLETIN**.

SECTION 2. **THE BENT** shall be published four times per annum, preferably on the first of September, December, March, and May.

SECTION 3. The regular subscription price of **THE BENT** shall be \$1.60 a year for undergraduate members and \$2.00 for alumni members and other persons. The Executive Council may, from time to time, authorize special rates to non-subscribers for the purpose of establishing a broader interest in the affairs of the Association. Any member may become a Life Subscriber to **THE BENT** on payment of \$25 in one to four annual payments.

SECTION 4. Each Chapter shall subscribe to **THE BENT** for four years for each initiate. The subscription charge, \$6.40, shall be a part of the

initiation fee, but the candidate may elect to pay \$18.60 additional fee, and so become a Life-Subscriber to THE BENT. The subscription shall start from the first issue after his initiation. (The desirability of becoming a Life-Subscriber to the official magazine of the Association should be brought clearly to the attention of each initiate and before his initiation, and to alumnus members in chapter letters and other communications).

SECTION 5. THE COUNCIL BULLETIN shall be published four times per annum. It shall be distributed to all members of the undergraduate Chapters, and a specific charge therefor shall be taken from each membership fee. It shall not be distributed to non-members of the Association.

SECTION 6. To permit copies of THE BENT and THE COUNCIL BULLETIN to be suitably filed, they shall be trimmed to such a size, or sizes as to be easily kept in a standard letter-file box or folder.

SECTION 7. The Membership Catalog shall be issued by the Executive Council, preferably every five years and as needs and conditions may warrant. It may be published as a regular issue of THE BENT, or otherwise, and shall be issued to such persons and at such prices as the Executive Council may decide.

ARTICLE VII

ELECTION OF MEMBERS

SECTION 1. The two elections of new members each year shall be held within one month after the opening of the college year in the Autumn and within the first month of the second semester, or term, or of the winter quarter of the college year. (See Const., Art. VIII, Sec. 3(b).) Initiation shall follow within the next three weeks (four weeks in case of cooperative curricula institutions), and shall not be delayed unnecessarily.

SECTION 2. Special elections and/or initiations of undergraduate members can be held only for

B-VII, 2

good and sufficient reasons and after the unanimous consent of the Advisory Board of the Chapter has been obtained. The written consent of the Advisory Board for a special election shall be sent to the Secretary-Treasurer of the Association with the names of the candidates. See Const., Art VIII, Sec. 3(c).

SECTION 3. The membership committee of the Chapter shall obtain from the proper officer of the College the names and records of all men likely to be in the upper fifth of the regular senior class in engineering, (See Const., Art. VIII) and the upper eighth of the regular junior class in engineering, at the time of the election. Such men shall be considered collectively as class groups, without regard to departmental specialization. Care must be taken not to overlook any one.

SECTION 4. (a) In computing one-eighth or one-fifth of the total male enrollment of the regular junior and senior classes in engineering, any fraction shall be considered an integer. If the lower limit of one-eighth or one-fifth of the total male enrollment falls within a group of students who have the same point ratio, all such names shall be included in the list without distinction.

(b) Members elected as from a certain class (normally expecting to graduate at a certain date) who drop back to a later class, shall not be counted with that later class, nor in the quota(s) therefrom, when reckoning the quotas for purposes of election.

(c) Undergraduate members who have transferred from other Chapters, shall not be counted; as explained in the previous sub-section.

(d) Sizes of classes in day and evening curricula, and the eligible quotas therefrom, shall be reckoned separately.

SECTION 5. Averages shall be computed for these men on a basis (depending on the system of grading in the particular institution) which shall show clearly their scholastic ratings. See Const., Art. VI, Sec. 2 (b).

SECTION 6. The averages shall be computed on the point system. The total number of hours taken and points earned shall be determined for each year of the curriculum in accordance with this system. Credits obtained elsewhere, if included, should be counted according to actual grades originally made and not by grades allowed by the second institution. See Const., Art. VIII, Sec. 2(k). Credits obtained by examination, unless graded according to quality, shall not be considered in computing the point ratio. The number of hours of credit for a particular course shall be multiplied by a number which shall indicate the quality of the work done; for example, the number of hours of a course done with a grade of Excellent, Merit, or "A" shall be multiplied by a constant such as four in making up the point ratio. Similarly, grades such as Good, "G", or "B" shall be multiplied by some such number as three; grades such as average, fair, or "C" shall be multiplied by some such number as two; grades such as "D", poor, "P", or passing, and nothing more, shall be multiplied by a constant such as one; grades below passing shall be counted as hours but not as points. The total of product-points so obtained shall be divided by the total of product-hours for the two or more years to obtain the point ratio of a student. "Incomplete" and "deferred" grades shall not be considered or counted.

SECTION 7. (a) The names of all regular engineering students who are in the upper fifth of the regular senior class in engineering and also those who are in the upper eighth of the regular junior class in engineering shall be ranked according to their point ratios and shall be listed accordingly. In the cases of men already initiated into the Association, the word "member" shall be substituted for their names in the list opposite their present point ratios. Copies of the lists so prepared according to the above section shall be presented to the active membership of the Chapter for general discussion at least one week prior to the election.

(b) A Chapter may decide to have a higher standard than that prescribed by the Constitution*

* (Use weighted point ratios if desired.)

B-VII, 7(b)

and, before voting on the candidates for membership, may decide either how many men it will elect from those otherwise eligible scholastically at that time or what shall be the point-ratio deadline below which no candidate shall be considered, except by the unanimous consent of the active members present in the case of a very desirable possible member.

SECTION 8. An alphabetical list of eligible students, with ratios omitted, shall be submitted to selected faculty members, preferably members of the Association, and to the chairman of each degree-giving department. These faculty members shall be asked to rate the men whom they know, on the decimal scale, with respect to each of the following characteristics: personal appearance, capacity for leadership, character, and social qualities, and to make additional statements, preferably in writing, regarding the fitness of any candidate, and of students who were possibly overlooked.

SECTION 9. The lists prepared according to Section 7 and the lists showing the faculty opinions, ratings, comments, and recommendations concerning each student, obtained as in Section 8 shall be presented to the Chapter at a meeting at least one week before the meeting at which the election is to be held. At this preliminary meeting there shall be an informal discussion of the eligible men. The intervening time before the election shall be used by each member to look up the men he may not know.

SECTION 10. At the time of the election, the Eligibility Code shall first be read (See end of this booklet). The names shall be then considered in the order of grades in which they occur on the members' list of the eligible candidates. The election of Senior candidates shall precede the election of Junior candidates. Except in the case of Honor Students (See Const., Art. VIII, Sec. 2(g)), each name shall be presented for discussion and shall be voted on before the following name is considered. After all the names have been considered and voted on, there shall be a second individual ballot, to be taken in the same order, for each man who failed of election on the first ballot. No man

who fails of election on the second ballot shall be considered further unless twenty-five per cent of the voting members present so request. No man who fails of election on the third ballot shall be considered again at this election. He may be considered at the next election, if he is then eligible. See Sec. 14 below.

SECTION 11. For the purpose of election, the list prepared according to the above sections shall be marked and divided into tenths of the total membership of that class of regular male engineering students. A candidate whose point:ratio falls in the first tenth may be elected by an affirmative vote of three-fourths of the active undergraduate members present and voting; if in the second tenth, by an affirmative vote of seven-eighths of the active undergraduate members present and voting; provided in each case that the total affirmative votes are a majority of the total active undergraduate membership of the Chapter. In computing these ratios, any fraction one half or greater shall be counted as a whole number.

SECTION 12. The election of members shall be by secret ballot, and shall be conducted by the President of the Chapter, or by a member of the Advisory Board, or by an alumnus member, designated by him. The term "secret ballot" shall be interpreted to mean that no active member shall see how any other member voted. See Const., Art. VIII, Sec. 1(c).

SECTION 13. (a) A copy of the lists referred to in Sections 7, 8, and 11 shall be promptly mailed by the Corresponding Secretary to the Secretary-Treasurer of the Association, and a second copy filed with the Chairman of the Advisory Board. These lists shall indicate which students have been elected and which students have not been elected. (This shall be done so as to have available for future reference information as to whether an undergraduate was ever considered and if so whether he was rejected, and especially when, in later years, his name may be again presented for election as a member.) See Art. III, Sec. 6(b).

B-VII, 13(b)

(b) The above lists shall also indicate the students who have declined election and their reasons therefor, if known. See Art. III, Sec. 6(d).

(c) The above lists shall give the full names, the scheduled times of graduation, and the college and home post-office addresses of each newly elected member. They should reach the Secretary-Treasurer of the Association at least ten days before the proposed date of the initiation. Initiation shall not be legal without the approval, by mail or telegram, of the list of electees by the Secretary-Treasurer of the Association. See Art. III, Sec. 6(c) and (d), and Art. IX, Secs. 1 and 2.

SECTION 14. Students who may have been overlooked at a regular election and students who may have been considered and not elected at the regular autumn or winter election may be reconsidered and elected at a subsequent election, as if never previously considered, provided they are still eligible under the Constitution and By-Laws.

SECTION 15. (a) An undergraduate member shall not become inactive except by his withdrawal from college, or for illness or accidental disability lasting over two months. On his return to college, he shall immediately become active.

(b) An undergraduate member, on transferring to another institution where there is a Chapter of the Association, shall immediately become an active member of that Chapter. See Const., Art. V, Sec. 2.

(c) So long as he is an active member of a Chapter, he shall pay to the Chapter all dues, assessments, and fines payable by the active members of that Chapter.

(d) The Advisory Board of a Chapter shall have authority to order remitted the dues and/or assessments of an active undergraduate member of a Chapter, other than the initiation fees and dues, on recommendation of a majority of the active undergraduate members of the Chapter, for reasons which appear to the Board to be right, just, and proper; otherwise they shall be paid to the Chapter in cash or by note properly made and

signed by the active member and endorsed by his parent or guardian. See Const., Art. XIV, Sec. 4(a), lines 4 and 5.

ARTICLE VIII

INITIATION

SECTION 1. Each candidate shall be required to present a prepared paper of not less than 500 words upon a topic suggested, or approved, by the Advisory Board of the Chapter.

SECTION 2. While pledge duties for the initiates are permissible, they shall be limited to tasks and duties which are a test of a candidate's intellectuality and mentality rather than his physical strength and endurance, and shall not consume an inordinate amount of his time, as a student, to the detriment of his required college work. Physical violence, offense to dignity or decency, and public exercises which will make the candidate ridiculous shall not be permitted. The expense of such initiation exercises shall be carefully considered and not be prohibitory to the Chapter or the candidate.

SECTION 3. Each candidate shall be required to read the Constitution and the By-Laws of The Tau Beta Pi Association before being initiated and to sign a statement to that effect.

SECTION 4. (a) A Chapter shall not initiate a candidate until he has paid his initiation fees in full. In special cases, this provision may be waived for a candidate who has signed a note covering the initiation fees and any other indebtedness to the Association.

(b) The Chapter shall be financially responsible to the Association for the collection and payment to the Association of the initiation fee of each initiate which is payable to the Association.

SECTION 5. As part of the initiation ceremonies, each initiate shall sign the roll-book of the Chapter, giving his full name and permanent post-office address. Each sheet of the roll-book shall have as a caption the pledge to support the Constitution, By-Laws, and ideals of The Tau Beta Pi Associa-

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tion. These pledges shall be serially numbered from the establishment of the Chapter.

SECTION 6. Every initiate shall be given a certificate of membership, a badge, and a copy of the Constitution and By-Laws.

SECTION 7. Joint dinners, luncheons, and dances, with other organizations, may be held where it has been formally decided by the Chapter and Advisory Board to be desirable. Joint initiation ceremonies with other associations, fraternities, or societies shall not be held.

ARTICLE IX

FINES AND DISCIPLINE

SECTION 1. The following fines shall be assessed against and paid by a Chapter for failure to report or send to the Secretary-Treasurer of the Association within two weeks, as required by the Constitution and By-Laws:

(a) On the addresses of the active members of the Chapter and the alumni members of the Advisory Board, \$2.00. On the election of Chapter officers and new members of the Advisory Board, \$2.00. See Art. III, Sec. 6(a).

(b) The list of candidates indicating those who were elected on the first, second, and third ballots and giving reasons for the rejection by the Chapter of each man who was not elected, wherever it is possible, \$2.00. See Art. III, Sec. 6(b) and Art. VII, Sec. 10.

(c) The lists of the full names and the college and home addresses of the electees who have accepted election and the reasons given by those who have declined to accept election, \$2.00. See Art. III, Sec. 6(b), (c) and (d), and Art. VII, Sec. 13.

(d) A copy of the active By-Laws of the Chapter, as approved by the Advisory Board, \$1.00. See Const., Art. VII, Secs. 3 and 4, and By-Laws, Art. III, Sec. 6(h).

(e) A copy of the initiation report and the catalog card of each new member, \$1.00 for either. See Art. III, Sec. 6 (e).

(f) Corrected addresses of all active members of the Chapter, for use during the summer, \$2.00; too late for use with the July BENT, \$5.00. See Art. III, Sec. 6(f).

(g) A duplicate of the credentials for the Convention delegate and alternate, \$2.00. See Art. III, Sec. 6(g).

SECTION 2. (a) For the initiation of a candidate elected as an undergraduate member under Constitution, Art. VIII, Sec. 2, without submitting his full name, etc., and the proof of his eligibility to the Secretary-Treasurer of the Association and receiving the approval, by mail or telegram, of the election and before the initiation, as is required by Art. VII, Sec. 13 (a) and (c), a fine of five (\$5.00) shall be assessed against, and paid by, the Chapter.

(b) For the initiation of a candidate who is ineligible under the Constitution and By-Laws, a fine of ten dollars. See Const., Art. VIII, Sec. 9.

SECTION 3. For the initiation of a candidate elected as a member under Const. Art. VIII, Sec. 4, 5 or 6, and 7, without submitting proof of the worthiness of the candidate and the written approval of the Advisory Board of the Chapter to the Secretary-Treasurer of the Association and receiving the written approval of the election as is required by Const., Art. VIII, Sec. 7(c), a fine of \$25 shall be assessed against, and paid by, the Chapter, and the Chapter shall be suspended until reinstated at a time to be decided upon by the next Convention.

SECTION 4. These fines shall be increased the same amount for each failure of the Chapter to reply within two weeks to the request of the Secretary-Treasurer for the belated report or remittance.

SECTION 5. The Secretary-Treasurer of the Association shall apply all fines automatically and indiscriminately and shall bill them to the Chapter as soon as they have been incurred.

ARTICLE X

THE RITUALS

SECTION 1. The Rituals shall be prepared by

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the Master of Rituals and approved by the Convention.

SECTION 2. The approved Rituals shall be used by all Chapters without change or deviations, except by permission of the Executive Council.

SECTION 3. The Rituals shall be kept secret. Copies shall be typed (not printed) and only by a member of the Association. See Const., Art. IV, Sec. 6. When they become obsolete, or badly worn, they shall be burned.

ARTICLE XI

FELLOWSHIP FUND AND FELLOWSHIPS

SECTION 1. The Fellowship Fund, having been created by the transfer from the Treasurer of the Association to the Trustee of the Fellowship Fund of a portion of the net surplus of the Association, which was available on September 1, 1930, shall be allowed to grow in amount by accumulations from the following sources:

(a) The Treasurer of the Association shall pay to the Trustee of the Fellowship Fund all gifts and bequests received by him for the use of the Association, either specified as being for the Fellowship Fund, or unspecified, unless a bequest for an unspecified purpose shall be ordered by a Convention to be used in some other way.

(b) All sums received by the Treasurer of the Association for life subscriptions to THE BENT shall be paid quarterly to the Trustee of the Fellowship Fund for investment as he may deem wise in accordance with the Const., Art. IV, Sec. 5.

(c) All unused balances from profits, fees, and fines in the hands of the Treasurer of the Association, over and above a proper and suitable working balance to be kept in his hands, if not needed for student loans, shall be sent by him in September and March each year on the written instructions of the Executive Council, specifying the amount to be sent, to the Trustee of the Fellowship Fund, to be added by him to the invested corpus of that fund. See Const., Art. III, Sec. 7(j).

SECTION 2. (a) At the end of each fiscal year, the Secretary-Treasurer shall report the number of life subscriptions to THE BENT then in force, the total income, gross and net, of the official publications of the Association for the past year, including sources other than subscriptions, and their net cost per copy. This report shall be sent to the Executive Council and to the Trustee of the Fellowship Fund.

(b) The Trustee of the Fellowship Fund shall pay annually to the Treasurer of the Association the net cost to the Association of publishing and distributing copies of the official publications of the Association to the life subscribers of THE BENT.

SECTION 3. Uninvested balances in the hands of the Trustee of the Fellowship Fund shall be deposited only in National Banks, and in either the open or savings accounts thereof.

SECTION 4. Rather than transfer monies from the Treasurer to the Trustee of the Fellowship Fund and then back to the Treasurer for distribution to the fellows, the Treasurer of the Association shall pay the stipends of the fellows direct, and debit the same to his account with the Trustee of the Fellowship Fund.

SECTION 5. The Treasurer of the Association shall pay to each of the fellows, outright and without restriction, the amount of his fellowship as decided by the Executive Council, either in ten monthly installments payable direct to the fellow on the fifteenth of each month during the college year, or to the financial agent of the institution where the fellow is working.

SECTION 6. Near the end of his fellowship year, each fellow shall make a suitable report to the Director of Fellowships of his activities, what he has accomplished, and his suggestions for the betterment of the system of fellowships herein established.

SECTION 7. Except in payment of the cost of publication of THE BENT during the life time of a life subscriber, the income from the monies accumulated in the Fellowship Fund shall be employed solely for the support of fellowships, unless

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ordered otherwise by a formal act of a Convention, and after the By-Laws have been suspended for that purpose. See Art. I, Sec. 6.

SECTION 8. The Director of Fellowships may make such rules and regulations relative to the application for fellowships, the consideration of candidates, the operation of the fellowship plan, and the reports of the fellows as he may think wise and desirable, subject to the Constitution and By-Laws of the Association and to the approval of the Executive Council.

SECTION 9. Fellowships will be awarded to those applicants who have some definite purpose and plan in view and who show the greatest promise of substantial achievement in their line of graduate study and work.

SECTION 10. Fellowships may be awarded to married men, provided they can present satisfactory evidence that the wife and family will not be dependent on the fellow for support during his fellowship year.

SECTION 11. Not more than one fellowship in six awarded in any one year shall be awarded to a member who has had a fellowship for one year, and none shall be awarded to a member who has had a fellowship for two years.

SECTION 12. If a member, receiving an award of a fellowship because of his ability, does not actually need the financial assistance of the fellowship in order to permit him to continue his studies and is willing to relinquish his claim to the financial award, he shall be granted an Honorary Fellowship in The Tau Beta Pi Association and his name shall be listed and published as such in the official publications of the Association. By so doing, he will receive the honors connected with the fellowship and will assist some other worthy member to pursue his graduate work.

SECTION 13. The Fellowship Board in publishing their lists of awards of Fellowships may list one-eighth the total number of graduate members and one-eighth of the undergraduate members who applied as receiving an Honorary Fellowship, a Fellowship, or an "Honorable Mention."

SECTION 14. (a) These lists of awards of Honorary Fellows, Fellows, and Honorable Mention for a fellowship shall be listed and published in order of merit.

(b) In the event of an award being waived, declined, or unaccepted for two weeks, the award shall be transferred and awarded by the Executive Council to the next candidate in order of merit as given in the report of the Fellowship Board to the Executive Council. See Const., Art. IV, Sec. 4.

ARTICLE XII

SECRETARY-TREASURER EMERITUS

BE IT ENACTED as Article XII of the By-Laws of the Tau Beta Pi Association, that

In recognition of his long and faithful service, Brother R. C. Matthews shall, beginning August 1, 1947, and for the remainder of his natural life, be designated Secretary-Treasurer Emeritus of the Association, and shall receive from the general funds of the Association a pension of Twenty-Five Hundred dollars per annum.

(Resolution—1946 Convention)

WHEREAS, Brother Robert C. Matthews, Illinois Alpha 1902, has served the Association for forty-one years, first as Secretary and later as Secretary-Treasurer, during which time he has seen the society grow from a total of eleven active Chapters to its present number of seventy-six; and

WHEREAS, through his faithful efforts the society has grown in usefulness and value to its membership and to the institutions where located; and

WHEREAS, because of his advancing age and the necessity of carrying an increased load in his teaching capacity he has expressed the desire to lay down the burdens involved in his duties to the Tau Beta Pi Association; (See above).

ELIGIBILITY CODE

In order that there may be a more uniform basis for selection of men for Tau Beta Pi, these suggestions are offered. It is expected that a copy of this statement be given each active member before every election, and it may at times serve as a general expression of our policy in the selection of members.

It is the purpose of the Society to mark in a fitting manner those who have conferred honor upon

Code

their Alma Mater by distinguished scholarship and exemplary character as undergraduates, or by their attainments as alumni.

Distinguished scholarship while the primary requisite for admission, must not be considered the sole criterion.

After the scholastic requirements have been fulfilled, the selection shall be based on integrity, breadth of interest both inside and outside of engineering, adaptability, and unselfish activity.

We consider that true integrity is the "sine qua non" for membership in Tau Beta Pi, that it transcends in importance scholarship, activity, and every other qualification. Without private and public integrity, we believe that no organization is worthy of existence. Under integrity, we include honor and high standards of truth and justice.

Breadth of interest sufficient for eligibility in this Association, will enable a man to maintain his position in a community by the exercise of qualities other than engineering ability.

A true engineer must be able to adapt himself ingeniously to all circumstances and conditions, making them conform to his purpose.

The rating of a man on the degree of unselfish activity he manifests, is intended to indicate that Tau Beta Pi believes that no man can become a worthy engineer without the welfare of his associates, his organizations, and his community at heart. It is furthermore expected that he display his willingness to aid and assist in worthy causes by his actual campus record. However, the fact that a man may not have shown unselfish activity to an appreciable degree throughout his course is no infallible indication that he would not if the opportunity offered. The most conspicuous illustration of this is that of the student who is self supporting, for which due allowance must be made and due credit given. In fine, it is in this capacity for the unstinted giving of his best, without thought of remuneration, that we believe lies one of the most sensitive tests for determining a candidate's right to bear the name and wear the Bent of Tau Beta Pi. (Adopted by the 1926 Convention).

